



STATE OF ARKANSAS
**Department of Finance
and Administration**

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MEMORANDUM

TO: Human Resources Directors
Institutions of Higher Education

FROM: Kay Barnhill Terry, State Personnel Administrator *klbT*
Office of Personnel Management

SUBJECT: Requests for New and Continuation of Provisional Positions

DATE: April 19, 2012

With the new fiscal year approaching, it is time to prepare new and/or continuation of provisional position requests for appropriate review and reporting. Non-classified provisional positions should be provided to the Arkansas Department of Higher Education (ADHE) and classified provisional positions should be provided to DFA – Office of Personnel Management (OPM).

All previously approved provisional positions will expire June 30, 2012, therefore, a request for continuation of these positions is required to carry forward in the 2013 fiscal year. Please note that your institution's Board of Trustees must approve activation of any provisional positions before submitting to ADHE / OPM for approval. (See Continuation of Provisional Positions Request Form attached.)

New provisional positions for the 2013 fiscal year require the submission of Provisional New-Renewal Request Form and Narrative; again, your institution's Board of Trustees must approve activation prior to submission to ADHE / OPM. (See form attached.)

Both forms are designed to be completed on a personal computer in Microsoft Excel. New and continuation of classified provisional position requests should be submitted to OPM by email no later than May 31st, 2012.

If you have any questions, please contact your institution Personnel Analyst at (501) 682-1753.

Attachments